



III-P Reportable Payment File Reporting

The Reportable Payment (RP) File maintains a history of all payments to vendors that are identified as reportable payments. At the end of each tax year, the total amount reported per vendor is identified on a 1099 form to satisfy Internal Revenue Service and Franchise Tax Board requirements. To ensure that all payments reported for a specific tax year are received by the vendor that same year, the CALSTARS reporting period runs from late December through late December of the next year. The exact dates are announced in the CALSTARS News each year. This deviation from the standard calendar year allows time for claim schedules and other payments to reach the State Controller's Office (SCO) for processing and mailing to the vendor prior to the end of the calendar year.

File Information

Records are posted to the RP File when transactions identified as reportable payments (including credit memos and claim corrections) or TC R01/R02s are posted to CALSTARS. TC R01 and TC R02 transactions post directly to the RP File. Claim schedule transactions post to the RP File when they are released from the Warrant Write File. For more details about the posting of reportable payments to the RP File, refer to Volume 1, Chapter XII, Reportable Payments.

The chart on the next page identifies the data elements contained in the RP File. It also gives a brief description of each data element, the source of the data element; and what factors control if the data is posted to the RP File. Although some of the data elements are not displayed on the reports, they are needed to prepare the Form 1099 at the end of the tax year.

Reportable Payment File Key

NAME	SOURCE	CONTROLLING FACTORS
Organization	Sign-on/Security	Name/Password
Tax Year	From Transaction	Auto Claim - when selected for printing; Manual Claim/direct post to RP File - post to History File
SSN/FEIN	VE Table look-up	None
Vendor Number	Coded	None
Transaction ID	Coded	None

Reportable Payment File Information Elements

NAME	SOURCE	CONTROLLING FACTORS
Transaction Code	Coded	None
Fiscal Month	Coded	None
FFY	Coded	None
Object Detail	Coded	None
D11 Form Type	D11 Table	Restricted to those with a value
D11 Box Number	D11 Table	Restricted to those with a value
D11 RPI	D11 Table	Restricted to those with a value
Input RPI	Coded	Will be shown when present in the reportable payment transaction OR when the RPI input value is 8 and the Vendor Type is E, I or P
Invoice Number	Coded	None
Claim Schedule Number	Coded	None
Vendor Name	VE Table look-up	None
Vendor Mailing Address	VE Table look-up	None
Vendor Type	VE Table look-up	Restricted to Types C, E, I and P
Document Date	Coded	None
Posting Date	Date posted to RP File	None
Transaction Amount	Coded	None

A detailed description and an illustration of the Reportable Payment File reports are included on the following pages.

EXHIBIT III-P01

REPORT NAME:	Year-To-Date Reportable Payment Report	REPORT NO:	CSTARP01
PURPOSE:	To monitor transactions that will be included on the Form 1099 reported to the Internal Revenue Service and Franchise Tax Board at the end of each tax year.		
DESCRIPTION:	Displays individual records from the Reportable Payment File sorted by Tax ID or Vendor Number.		
REPORT REQUEST OPTIONS:			
Report Period:			
FM: CM=Year-to-Date of the Tax Year			
P: Not Applicable			
Level of Detail:			
<u>Index (I)</u>	<u>Program (P)</u>	<u>Object/Source(O/S)</u>	<u>Fund (F)</u>
Not Applicable	Not Applicable	Not Applicable	0-By Tax ID
			1-By Vendor No/Suffix
Fund Selection: Not Applicable			
GLAN Selection: Not Applicable			
Additional Report Selection Options: Not applicable			
Destination Options: All available output media			
E1 (Electronic Storage) Report Request Options: E1 options are limited to the following:			
Report Period FM: CM only			
Level of Detail: All options available			
FINANCIAL ELEMENTS:			
Amount: The payment transaction amount. Normal balance is a Debit. Credit Memos, Claim Corrections and TC R01 entries have a Credit Balance. The total for the Vendor or Tax ID should be a Debit amount.			
SPECIAL NOTES:			
<p>The report covers a tax year, which is from late December through late December of the following year. The exact dates are announced in the CALSTARS News each year. The IRS defines reporting of income as monies received during the calendar or tax year. CALSTARS cuts off the collection of reportable information on the late December date to allow time for the payment to reach the vendor before the end of the calendar year.</p> <p>Reportable payment transactions (including credit memos) are posted to the RP File when an automated claim schedule is released to print. Manual claim schedule transactions, claim corrections and transactions that post directly to the RP File (TCs R01 and R02) are posted to the RP File when the entry is posted to the History File.</p>			

EXHIBIT III-P01 (Continued)

REPORT NAME: Year-To-Date Reportable Payment Report	REPORT NO: CSTARP01																				
REPORT SORT:																					
<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 30%;">DATA FIELD</th><th style="width: 30%;">SELECTION OPTIONS</th><th style="width: 20%;">PAGE-BREAK</th><th style="width: 20%;">SUB-TOTAL</th></tr></thead><tbody><tr><td>Tax ID (FEIN or SSN)</td><td>Level of Detail: F</td><td>No</td><td>Yes</td></tr><tr><td>Vendor No/Suffix</td><td>Level of Detail: F</td><td>No</td><td>Yes</td></tr><tr><td>D11 RPI</td><td>None</td><td>No</td><td>No</td></tr><tr><td>Batch ID</td><td>None</td><td>No</td><td>No</td></tr></tbody></table> <p style="margin-top: 20px;">When the Fund Level of Detail is 0, the report sorts with Tax ID followed by Vendor Number with a sub-total by Tax ID. Vendor Number has no sub-total.</p> <p>When the Fund Level of Detail is 1, the report sorts with Vendor Number/Suffix followed by Tax ID with a sub-total by Vendor Number/Suffix. Tax ID has no sub-total.</p>		DATA FIELD	SELECTION OPTIONS	PAGE-BREAK	SUB-TOTAL	Tax ID (FEIN or SSN)	Level of Detail: F	No	Yes	Vendor No/Suffix	Level of Detail: F	No	Yes	D11 RPI	None	No	No	Batch ID	None	No	No
DATA FIELD	SELECTION OPTIONS	PAGE-BREAK	SUB-TOTAL																		
Tax ID (FEIN or SSN)	Level of Detail: F	No	Yes																		
Vendor No/Suffix	Level of Detail: F	No	Yes																		
D11 RPI	None	No	No																		
Batch ID	None	No	No																		

EXHIBIT III-P01 (Continued)

[illegible]

***** 0 (TAX ID) *****

DEPARTMENT OF AIR QUALITY
YEAR-TO-DATE REPORTABLE PAYMENT REPORT
AS OF 03/30/06

***** PAGE 1

TAX YEAR: 2006

FEIN / SSN	VENDOR-NO/SFX		*----- VENDOR NAME -----*		*----- VENDOR ADDRESS -----*		*----- TAX NAME -----*						
-----	BATCH	ID	-----	DUP	CLAIMS	-----	TRANS	OBJ	D11	INPUT	VEND	-----	AMOUNT
DATE	TYPE	NO	SEO	IND	SCHEDULE	INVOICE	CODE	FM	FFY	DET	RPI	RPI	TYPE

999-99-9999	9999999999-00	DOE, JANE H	1234	CLAY ROAD, SUITE 1	DOE, JANE H	
060124	04 224 00002	0	0507202	4389	I	781.20
060127	04 229 00006	0	0507207	4391	I	1,041.00

* TOTAL FOR 999-99-9999	** CONTRACTOR HAS BEEN REPORTED TO EDD PER ICR REQUIREMENTS	1,822.20
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99-9999999	9999999999-01	PACIFIC EVALUATIONS, INC	9999 J STREET,	PACIFIC EVALUATIONS, INC
060105	04 205 00009 0	0507183 G118240	231 07 05 413 6	C 400.00

* TOTAL FOR 20-0145389	400.00
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99-9999999						999999999-02 QUALITY INSTALL & FURN SERVICE							2445 Q STREET, SUITE E							
051227	04	195	00007	0	0506175	5013	231	06	05	346	7	P	1,647.50							
051227	04	195	00008	0	0506175	5014	231	06	05	346	7	P	652.00							
051227	04	195	00009	0	0506175	5015	231	06	05	346	7	P	641.75							
051227	04	195	00010	0	0506175	5011	231	06	05	346	7	P	962.50							
051227	04	195	00011	0	0506175	5012	231	06	05	346	7	P	652.00							
051227	04	195	00012	0	0506175	5016	231	06	05	346	7	P	449.00							
060113	04	211	00003	0	0507189	5027-28-43-44	231	07	05	346	7	P	1,105.25							
060113	04	211	00004	0	0507189	5027-28-43-44	231	07	05	346	7	P	692.75							
060113	04	211	00005	0	0507189	5027-28-43-44	231	07	05	346	7	P	122.25							
060113	04	211	00006	0	0507189	5027-28-43-44	231	07	05	346	7	P	285.25							
060127	04	229	00007	0	0507207	5059	231	07	05	346	7	P	529.75							
060127	04	229	00008	0	0507207	5060	231	07	05	346	7	P	821.25							
060206	04	245	00005	0	0508222	5068	231	08	05	346	7	P	285.25							
060206	04	245	00006	0	0508222	5068	231	08	05	346	7	P	244.50							
060206	04	245	00007	0	0508222	5067	231	08	05	346	7	P	407.50							
060302	04	266	00007	0	0509241	5085	231	09	05	346	7	P	937.25							
060306	04	269	00010	0	0509244	5092	231	09	05	346	7	P	529.75							
060306	04	269	00011	0	0509244	5097	231	09	05	346	7	P	489.00							

* TOTAL FOR 99-9999999	11,454.50
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EXHIBIT III-P02

REPORT NAME:	Reportable Payment Exception Report	REPORT NO:	CSTARP02								
PURPOSE:	To monitor entries that the system will be unable to process for Form 1099 reporting to vendors, IRS and Franchise Tax Board at the end of the each tax year.										
DESCRIPTION:	<p>Displays all records in the Reportable Payment (RP) File by FEIN/SSN, 1099 Form Number and 1099 Box Number that CANNOT be reported to the IRS and FTB at the end of the tax year. This includes FEIN/SSNs with all 9s and those with a Credit balance. Two reports are produced:</p> <ol style="list-style-type: none"> 1) Reportable Payment 1099-Miscellaneous Exception Report - for those vendors who would have received a 1099-MISC form; and 2) Reportable Payment 1099-Interest Exception Report, for those vendors who would have received a 1099-INT form. 										
REPORT REQUEST OPTIONS:											
<p>Report Period:</p> <p>FM: CM = Current Tax Year P: Not Applicable</p> <p>Level of Detail:</p> <table> <tr> <td><u>Index (I)</u></td> <td><u>Program (P)</u></td> <td><u>Object/Source(O/S)</u></td> <td><u>Fund (F)</u></td> </tr> <tr> <td>Not Applicable</td> <td>Not Applicable</td> <td>Not Applicable</td> <td>Not Applicable</td> </tr> </table> <p>Fund Selection: Not Applicable</p> <p>GLAN Selection: Not Applicable</p> <p>Additional Report Selection Options: Not applicable</p> <p>Destination Options: All available output media</p> <p>E1 (Electronic Storage) Report Request Options: E1 options are limited to the following:</p> <p>Report Period FM: CM only</p>				<u>Index (I)</u>	<u>Program (P)</u>	<u>Object/Source(O/S)</u>	<u>Fund (F)</u>	Not Applicable	Not Applicable	Not Applicable	Not Applicable
<u>Index (I)</u>	<u>Program (P)</u>	<u>Object/Source(O/S)</u>	<u>Fund (F)</u>								
Not Applicable	Not Applicable	Not Applicable	Not Applicable								
FINANCIAL ELEMENTS:											
<p>Amount: The payment transaction amount. Normal balance is a Credit.</p>											
SPECIAL NOTES:											
<p>The report identifies those records with Credit balances in any of the 1099 boxes. No Credit balances can be reported to the IRS and FTB at the end of the tax year.</p> <p>The report covers a tax year, which is from late December through late December of the following year. The exact dates are announced in the CALSTARS News each year. The IRS defines reporting of income as monies received during the calendar or tax year. CALSTARS cuts off the collection of reportable information on the late December date to allow time for the payment to reach the vendor before the end of the calendar year.</p>											

EXHIBIT III-P02 (Continued)

REPORT NAME: Reportable Payment Exception Report	REPORT NO: CSTARP02																				
<p>SPECIAL NOTES: (CONTINUED)</p> <p>Reportable payment transactions (including Credit Memos) are posted to the RP file when an automated claim schedule is released to print. Manual claim schedule transactions, claim corrections and transactions that post directly to the RP File (TCs R01 and R02) are posted to the RP File when the entry is posted to the History File.</p> <p>Reasons for vendors appearing on this report include:</p> <ul style="list-style-type: none"> Entering claim corrections or reversal claim schedule entries after the late December cut off date. Recording abatements with the wrong object detail code. Entering data directly to the RP File with TCs R01 or R02 incorrectly or in the wrong tax year. Not having a valid FEIN/SSN for the vendor. <p>If there are no records with incorrect FEIN/SSNs or Credit balances, a Null Report is printed.</p>																					
<p>REPORT SORT:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">DATA FIELD</th> <th style="text-align: center;">SELECTION OPTIONS</th> <th style="text-align: center;">PAGE-BREAK</th> <th style="text-align: center;">SUB-TOTAL</th> </tr> </thead> <tbody> <tr> <td>Tax ID (FEIN or SSN)</td> <td>None</td> <td style="text-align: center;">No</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td>Vendor No/Suffix</td> <td>None</td> <td style="text-align: center;">No</td> <td style="text-align: center;">No</td> </tr> <tr> <td>D11 RPI</td> <td>None</td> <td style="text-align: center;">No</td> <td style="text-align: center;">No</td> </tr> <tr> <td>Batch ID</td> <td>None</td> <td style="text-align: center;">No</td> <td style="text-align: center;">No</td> </tr> </tbody> </table>		DATA FIELD	SELECTION OPTIONS	PAGE-BREAK	SUB-TOTAL	Tax ID (FEIN or SSN)	None	No	Yes	Vendor No/Suffix	None	No	No	D11 RPI	None	No	No	Batch ID	None	No	No
DATA FIELD	SELECTION OPTIONS	PAGE-BREAK	SUB-TOTAL																		
Tax ID (FEIN or SSN)	None	No	Yes																		
Vendor No/Suffix	None	No	No																		
D11 RPI	None	No	No																		
Batch ID	None	No	No																		

EXHIBIT III-P02 (Continued)

CSTARP02 9990 (DEST: AA SPEC) CM, ,0,0,0,0, , , , , , , ***** RUN:03/30/06 TIME:06.01
TAX YEAR: 2006 *****

DEPARTMENT OF AIR QUALITY
REPORTABLE PAYMENT 1099-MISCELLANEOUS EXCEPTION REPORT
AS OF 03/30/06

***** PAGE 1

 * NOTE: 1099-MISC FORMS WILL NOT BE CREATED FOR THE FOLLOWING TAXPAYER *
 * IDENTIFICATION NUMBERS BECAUSE OF DATA EXCEPTIONS AS SHOWN *

FEIN / SSN	VENDOR-NO/SFX	BOX #	*-----*	VENDOR NAME	*-----*	VENDOR ADDRESS	*-----*	*-----*	TAX NAME	*-----*				
-----	BATCH ID	-----	DUP	CLAIM	TRANS	OBJ	Dtl	INPUT	VEND	AMOUNT				
DATE	TYPE	NO	SEQ	IND	SCHEDULE	INVOICE	CODE	FM	FFY	DTL	RPI	RPI	TYPE	
999-99-9999	9999999999-00	07		JANE DOE		1234 CLAY ROAD							JANE DOE	
060327	04	687	00002	0	0512237	3THF574	231	09	05	535	7		I	100.00
999-99-9999	9999999999-01	07		JOHN DOE		8888 SUNNY LANE							JOHN DOE	
060120	04	537	00002	0	0511587	4RHB002	231	07	05	535	7		I	200.00

AMOUNTS BY BOX: 01 (RENTS)	02 (ROYALTIES)	03 (OTHER INCOME)	06 (MEDICAL)	07 (NON-EMPL COMP)	13 (ATTORNEY GROSS FEES)	NET
						AMOUNT
.00	.00	.00	.00	300.00	.00	
						300.00

99-99999999 IS NOT A VALID FEIN

NOTE: When the CSTARP02 is requested, both the 1099-Miscellaneous and 1099-Interest reports are produced. Only the report(s) with data are produced. If both have no data, a "Null" report is produced.

EXHIBIT III-P02 (Continued)

[illegible]

DEPARTMENT OF AIR QUALITY
REPORTABLE PAYMENT 1099-INTEREST EXCEPTION REPORT
AS OF 03/30/06

***** PAGE 1

 * NOTE: 1099-INTEREST FORMS WERE NOT CREATED FOR THE FOLLOWING TAXPAYER *
 * IDENTIFICATION NUMBERS BECAUSE OF DATA EXCEPTIONS AS SHOWN *

FEIN / SSN	VENDOR-NO/SFX	BOX NO	***** VENDOR NAME *****				***** VENDOR ADDRESS *****							
-----	BATCH ID	-----	DUP	CLAIM		TRANS		OBJ	D11	INPUT	VEND	AMOUNT		
DATE	TYPE	NO	SEQ	IND	SCHEDULE	INVOICE	CODE	FM	FFY	DTL	RPI	RPI	TYPE	
999-99-9999	0000072886	00	01		JOHN DOE					101	OLD	BARN	ROAD	
060217	4	600	00003	0	0620000		253	07	99	545	5		I	51.64-

TOTAL OF BOX 01 (INTEREST)	51.64-
NEGATIVE TOTAL AMOUNT DETECTED FOR BOX 01 (INTEREST)	
999-99-9999 IS NOT A VALID SSN	

NOTE: When the CSTARP02 is requested, both the 1099-Miscellaneous and 1099-Interest reports are produced. Only the report(s) with data are produced. If both have no data, a "Null" report is produced.